

REPORT OF RECORDS MANAGEMENT SURVEY

OF

PERSONNEL OFFICE

In inventoring, evaluating and scheduling the records of the Personnel Office a study has been made of the files and their maintenance. The following report is submitted together with exhibits. Do these recommendations fit the administrative requirements of each office?

The linear feet of records maintained by the Personnel Office pertain primarily to administrative records reflecting personnel management policy, planning and procedural development and those records accumulated incident to managing personnel. These latter records may be divided into the following categories: Personnel Records, Employee Relation Records, Employee Training Records, and Classification and Wage Determination. All of these records may be divided into two general categories namely: those records of continuing value and those of temporary value.

In order to effect the main purposes for record scheduling namely: to set up disposal and retirement programs in conformity with the laws and to set them into operation and at the same time to sponsor and develop a Government wide program for economies and improvement in records management, it has been necessary during the process of inventoring and scheduling to make the following recommendations:

1. Discourage the creation of unnecessary records.
2. Warn against the tendency to destroy record material without authority.
3. Encourage frequent use of the wastebasket in instances where there are accumulations of non-record material.
4. Discourage the use of "Bootleg" forms and to encourage the use of Agency or standard forms of other departments already in existence.
5. Determine what office maintains "Record Copies" where several copies of the same material is made.
6. Discourage duplication in record holdings.
7. Curb tendency to microfilm records when a carbon copy will suffice, when the original can be retired or when the material is not considered of sufficient value to warrant cost of microfilming. This does not relate to the Vital Materials Program wherein vital records are dispersed in the interest of national security. Neither does it relate to those records to be reduced in bulk for permanent storage. See Exhibit 1.
9. Improvement of file systems and the organization of files in suitable and efficient locations considering factors of physical proximity to the unit or units serviced.
10. Encourage selective record preservation.
11. Eliminate accoing material into folders where there are few papers and the file is not used frequently. This will result in a saving of time, material and space. It may serve as an additional time saver at some future date if the material needs to be microfilmed.
12. Dates should be noted on the right hand corner of folders as a ready aid in the periodic retirement of records.
13. The institution of a uniform charge-out system for Personnel Folders and Applicant Files. See Exhibit 4.